



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

January 17, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE INTERIM HIRING AUTHORITY AND APPROPRIATION ADJUSTMENT TO
FUND NEW AND RECLASSIFIED POSITIONS FOR THE CONSOLIDATED FIRE
PROTECTION DISTRICT'S CONSTRUCTION AND MAINTENANCE DIVISION
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Consolidated Fire Protection District of Los Angeles County (District) is requesting interim ordinance authority for forty-one (41) positions, pursuant to County Code Section 6.06.020, and authority to fill these positions as part of the reorganization of the District's Construction and Maintenance Division (CMD). Approval of the appropriation adjustment will provide the necessary funding to implement the CMD reorganization.

**JOINT RECOMMENDATION WITH THE CHIEF EXECUTIVE OFFICE THAT YOUR BOARD,
ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION
DISTRICT:**

1. Approve interim ordinance authority for the District pursuant to County Code Section 6.06.020 for forty-one (41) positions and provide provisional allocations to the District for

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS
ARTESIA
AZUSA
BALDWIN PARK
BELL
BELL GARDENS
BELLFLOWER
BRADBURY

CALABASAS
CARSON
CERRITOS
CLAREMONT
COMMERCE
COVINA
CUDAHY

DIAMOND BAR
DUARTE
EL MONTE
GARDENA
GLENDALE
HAWAIIAN GARDENS
HAWTHORNE

HIDDEN HILLS
HUNTINGTON PARK
INDUSTRY
INGLEWOOD
IRVINDALE
LA CANADA FLINTRIDGE
LA HABRA

LA MIRADA
LA PUENTE
LAKEWOOD
LANCASTER
LAWDALE
LOMITA
LYNWOOD

MALIBU
MAYWOOD
NORWALK
PALMDALE
PALOS VERDES ESTATES
PARAMOUNT
PICO RIVERA

POMONA
RANCHO PALOS VERDES
ROLLING HILLS
ROLLING HILLS ESTATES
ROSEMEAD
SAN DIMAS
SANTA CLARITA

SIGNAL HILL
SOUTH EL MONTE
SOUTH GATE
TEMPLE CITY
WALNUT
WEST HOLLYWOOD
WESTLAKE VILLAGE
WHITTIER

Fiscal Year 2011-12 (Attachment A), and authorize the District to fill these positions subject to allocation by the Chief Executive Office (CEO).

2. Approve an Appropriation Adjustment (Attachment B) in the amount of \$1.403 million appropriating \$378,000 in the District's Special Services Budget Unit Salaries and Employee Benefits (S&EB) appropriation, \$16,000 in the District's Administrative Services Budget Unit (S&EB) appropriation, and \$1.009 million in the District's Special Services Budget Unit, Capital Assets appropriation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will improve the efficiency, quality, and responsiveness of safety services to all residents and visitors in areas served by the District.

The CMD was created to provide building maintenance for the District's 200 administrative sites, which comprises 407 structures totaling approximately 2.5 million square feet as well as overseeing the construction of new and replacement structures. The current inventory includes structures dating to the early 1900's to those under construction today. The required maintenance, new construction, and compliance to new regulations and environmental policies are extremely challenging and dynamic with the District's current available workforce. Currently, the CMD has 61 budgeted ordinated positions comprised of administrative, skilled building trades, and professional staff managed by a division chief. The relatively small organizational structure of the CMD cannot support both the maintenance requirements and new construction oversight in recent years which has resulted in increasing reliance on consultants, contract vendors, Internal Services Department, and the Department of Public Works.

In August 2010, District Management, the CEO, and others began an intensive review of the CMD which revealed several areas requiring improvement. An interim plan was developed, presented to your Board and implemented by the District until further studies could be conducted by the CEO Compensation and Classification Division to determine a more appropriate staffing level for the CMD. It was anticipated that the District would transition from the interim plan to the new staffing model by the beginning of Fiscal Year 2011-2012.

The CEO has reviewed and recommended a reorganization of the District's CMD which will provide the District a cost effective internal support mechanism of maintaining the inventory of structures in use by the District as well as manage environmental concerns and new construction projects. The new organization will provide the necessary level of internal staff to maintain District facilities and to respond to operational needs in a timely manner. Unique to many County departments, the District maintains over 170 facilities, which house personnel 24 hours a day, 7 days a week creating a need for emergency repairs.

Approval of the recommendations will allow the District to fill the forty-one (41) positions necessary to implement the CMD reorganization this fiscal year. The reorganization includes

one Administrative Services Manager I, which will be placed in the District's Administrative Services Bureau, Contracts Section to oversee contracts in four (4) divisions of the Special Services Bureau. The District will incorporate the reorganization into the Fiscal Year 2012-13 budget request, thereby ending the interim ordinance authority and request permanent ordinances items.

Prior to hiring or promoting any employees in the building crafts or general maintenance series, the District will first consider ISD employees who will be impacted by Senate Bill (SB) 1732.

Implementation of Strategic Plan Goals

Approval of the recommendations will promote the County Strategic Plan Goal for Operational Effectiveness (Goal 1) and Public Safety (Goal 5).

FISCAL IMPACT/FINANCING

The CMD reorganization will result in cost savings realized by the elimination of consultants and many contract services.

Implementation this fiscal year, will require \$394,000 for two month's salary and employee benefits and includes a one-time cost of \$1.009 million for new vehicles (capital assets). These cost increases will be offset by a \$1.403 million reduction in Services and Supplies related to the elimination of consultants and minimizing vendor contracts.

Approval of the attached appropriation adjustment will provide sufficient funding for the CMD reorganization.

The CMD reorganization will also generate an ongoing cost savings of approximately \$1.6 million beginning in Fiscal Year 2012-13.

There is no impact to net County cost.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

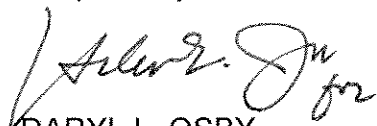
Approval of these recommendations will enhance the District's operational effectiveness by providing the necessary positions to efficiently provide maintenance and respond to emergency service needs.

CONCLUSION

Upon approval, please return a copy of the adopted letter to the following office:

Consolidated Fire Protection District of Los Angeles County
Executive Office, Business Operations
1320 N. Eastern Avenue
Los Angeles, CA 90063
Attention: Acting Chief Deputy David Richardson, Jr.

Respectfully submitted,


DARYL L. OSBY
Fire Chief


WILLIAM T FUJIOKA
Chief Executive Officer

DLO:WTF:trb

Attachments

c: Auditor-Controller
Chief Executive Office
County Counsel
Department of Human Resources
Executive Office, Board of Supervisors
Brence Culp
Georgia Mattera
Sergio Vasquez
Randi Tahara
Joseph Charney
Susan Nissman
Rick Velasquez
Sussy Nemer

ATTACHMENT A

REQUEST FOR INTERIM ORDINANCE AUTHORITY
 PROVISIONAL ALLOCATION TO FIRE DEPARTMENT
 FISCAL YEAR 2011-12

<u>Classification</u>	<u>No. of Bud Pos</u>
Administrative Services Manager I	1.0
Carpenter	4.0
Electrician	6.0
Electro Mechanic	2.0
Equipment Maintenance Supervisor	1.0
Equipment Maintenance Worker	4.0
General Maintenance Supervisor	1.0
General Maintenance Worker	5.0
Grounds Maintenance Worker II	1.0
Plumber	3.0
Senior Carpenter	1.0
Senior General Maintenance Worker	1.0
Senior Plumber	1.0
Senior Welder	1.0
Administrative Assistant I*	1.0
Administrative Services Division Manager I*	1.0
Building Crafts Superintendent II*	1.0
Carpenter Supervisor*	1.0
Electrician Supervisor*	1.0
Environmental Engineering Specialist*	1.0
Plumber Supervisor*	1.0
Secretary III*	1.0
Senior Electrician*	1.0
	<u>41.0</u>

*These positions represent the Classification finding; the present classification will be deleted as part of the 2012-13 Budget.

**COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
FIRE DEPARTMENT
2011-2012 FISCAL YEAR
3-VOTE**

DEPT'S NO. 390-09DATE: JANUARY 17, 2012**SOURCES:**

Fire Department
Special Services Budget Unit
DA1-FR-40100-40191-2000
Services and Supplies - \$1,403,000
DECREASE APPROPRIATION

USES:

Fire Department
Special Services Budget Unit
DA1-FR-40100-40191-1000
Salaries and Employee Benefits - \$378,000
INCREASE APPROPRIATION

Fire Department
Administrative Budget Unit
DA1-FR-40100-40111-1000
Salaries and Employee Benefits - \$16,000
INCREASE APPROPRIATION

Fire Department
Special Services Budget Unit
DA1-FR-40100-40191-6030
Capital Assets - Equipment - \$1,009,000
INCREASE APPROPRIATION

Sources:

\$	1,403,000
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Uses:

\$	1,403,000
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BA#051

Cory 1/4/12

Sullivan 1/4/12

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S .
NO. 390-09

DEPARTMENT OF FIRE

January 17, 2012

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12

3 - VOTE

SOURCESUSES

SEE ATTACHMENT B

SOURCES TOTAL: \$ 1,403,000

USES TOTAL: \$ 1,403,000

JUSTIFICATION: TO PROVIDE THE NECESSARY APPROPRIATION FOR THE IMPLEMENTATION OF THE CONSTRUCTION & MAINTENANCE DIVISION REORGANIZATION.

AUTHORIZED SIGNATURE:

LES SEIDMAN, ASSISTANT CHIEF
FINANCIAL MANAGEMENT DIVISION

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐

ACTION

☒

RECOMMENDATION

☒

APPROVED AS REQUESTED

☐

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

B.A. NO. 051

Jan. 4 20 12

CHIEF EXECUTIVE OFFICER

BY

January 4 20 12